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*The attendance policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.*

*Planned review: February 2026*

Limitless Training Club recognises the importance of accurate and timely recording of attendance and absence when working with education settings.

We aim to reflect the timely and accountable attendance registration processes of the schools we work with. This policy does not supersede that of any host schools; rather, they supersede this.

## **LIAISING WITH REFERRING SCHOOL**

Upon referral a Link Teacher will be identified in the referring schools- this person will be primary contact for Limitless Training Club. Likewise, upon referral Limitless Training Club will ascertain who the Attendance Liaison Officer is within the school responsible for registering attendance and absence is, and how they should be contacted.

Limitless Training Club will make initial contact via email with the school's Attendance Liaison Officer prior to the pupil attending- making this policy available.

## **RECORDING ATTENDANCE**

An attendance register will be prepared; these will be kept and used to inform the pupils' half-termly reports for the referring school.

The attendance codes used for the register will be:

- O- Attended
- L – Late Arrival
- A- Absent

## **ILLNESS REPORTING AND RECORDING**

Absence reporting number: 01536 483888. Parents/carers/guardians should ring by 9am on each day of illness to notify Limitless Training Club if a pupil is unable to attend the alternative provision for that day. They should also contact school in line with their school absence policy. The Link Teacher/Attendance Liaison Officer in the referring school will be notified so they can make contact in order to follow up any unexpected absences in a timely manner. If a pupil is ill during the day they are not allowed to go home alone; a parent/carer/guardian must collect them from the provision and LTC will notify the pupil's school.

## **ABSCONDING**

Any pupils who has received an attendance mark for either the morning or afternoon session who subsequently leaves the location of the provisions will be deemed as absconding. For all pupils, the Link Teacher/Attendance Liaison Officer in the referring school will be informed as soon as is practicable by Rewilding Staff so parents/carer/guardian can be informed, as well as them being reported to the police.

## **REPORTING ATTENDANCE TO REFERRING SCHOOL**

Limitless Training Club will notify each school's Link Teacher/Attendance Liaison Officer of pupil attendance

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within the first 30 minutes of the session starting if pupils have been brought in by parents. If school staff have transported the pupils, the school will not be contacted as it is assumed that they will have registered the pupil prior to arriving at LTC. If individual schools wish to vary this, then Limitless Training Club will make necessary arrangements.

## **LEAVE OF ABSENCE**

The Leave of Absence processes of the referring schools will be adopted; if a pupil has a leave of absence authorised then Limitless Training Club request to be notified as soon as is reasonably possible.

## **CHILDREN MISSING IN EDUCATION**

A pupil is classed as missing in education if they are absent from school for 10 days and we have received no information regarding the absence. If a pupil is deemed as missing in education by the school then Limitless Training Club request to be notified; given our approach to reporting absence to referring schools we will contribute to the timely recording of such issues.



**Signed:**

**Company Director: Dwayne Paul**